



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

3101 Park  
Center Drive  
Alexandria, VA  
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DATE: December 6, 2005

SUBJECT: School Meals Programs: Verification Reporting and Hurricanes  
Katrina/Rita

TO: Special Nutrition Programs  
All Regions

State Agencies  
Child Nutrition Programs

In our September 7 memorandum which established verification procedures for areas affected by Hurricane Katrina, we indicated that we would provide additional guidance on the completion of the FNS-742, School Food Authority Verification Summary Report, for affected local education agencies (LEAs). Since procedures established for Hurricane Katrina have also been extended to LEAs affected by Hurricane Rita, this memorandum establishes the verification reporting procedures for LEAs affected by either of these storms.

- LEAs which are exempt from verification because they are in federally declared disaster areas or which have had verification waived by the State agency (SA) because they experienced a significant influx of students from areas affected by Hurricanes Katrina or Rita are not required to complete the FNS-742 for School Year 2005-2006. These LEAs should NOT be included in SAs' consolidated verification reports that are due to the Food and Nutrition Service (FNS) on April 15, 2006. At the time the consolidated verification reports are submitted, SAs should also submit a list of LEAs which did not conduct verification in SY 2005-2006 because of Hurricanes Katrina or Rita. The list should indicate whether the LEA is in a federally declared disaster area (D) or has had verification waived because of an influx of students from areas affected by one of the storms (W). The list should also include the total enrollment and number of free and reduced price eligibles for each of the affected LEAs if that information is available to the SA.
- LEAs which have been granted an extended deadline to complete verification should report their FNS-742 data to the State agency within 90 days of the completion of verification. Data for these LEAs can be included in the April 15 report to FNS if it is received in time to do so, or a supplementary report with the data from these LEAs can be submitted to FNS not later than September 30, 2006.
- LEAs which do not conduct verification in SY 2005-2006 should use the results of verification from SY 2004-2005 to determine if they are eligible to use one of

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the alternate sample sizes established in Section 9(b)(3) of the National School Lunch Act for SY 2006-2007.

Some SAs have requested clarification of the procedures for reporting students whose individual eligibility status is affected by Hurricanes Katrina or Rita on the FNS-742. These students should be reported in the categories which reflect the basis for their eligibility status at the time the LEA begins the verification process. If you need additional information on how to report these students, please contact your Food and Nutrition Service Regional Office.

A handwritten signature in black ink, appearing to read "Stan C. Garnett", written in a cursive style.

STANLEY C. GARNETT  
Director  
Child Nutrition Division